

**Job Location:** 400 Deaderick St, Nashville, TN 37243

**Note:** Applicants must be willing to relocate within the next 60 days

## **Budget Analyst 2**

The Department of Human Services mission is to offer temporary economic assistance, work opportunities and protective services to improve the lives of Tennesseans. Our vision is to be a leader in effectively partnering with human service customers in establishing or re-establishing self-sufficiency to create a better quality of life.

The Budget Analyst position works in a team of three to help manage the Department's \$2.9B budget. This involves working with all programs within the Department to understand their budgetary needs and the different grants that impact each area. Strong analytical abilities are critical, especially the capacity to understand and manipulate large financial data sets. Communication skills are also important as this position requires information sharing to a wide variety of people, some of which have little to no knowledge of financials. This job requires the ability to set priorities while independently managing multiple assignments with varying deadlines.

### **Position Responsibilities:**

- Manipulate, analyze, and draw conclusions from large financial data sets
- Perform budget maintenance activities and analysis by reviewing periodic budgeting and accounting reports
- Work closely with operating department managers and staff to achieve the proper maintenance of the budget
- Examine requests for budget revision and recommends approval or denial; draft correspondence and reports in support or denial of revisions
- Keep detailed records of expenditures to ensure the proper use of funds
- Prepare special financial reports as required
- Assemble fiscal and statistical data for use in budgetary evaluations and budget hearings
- Assist in Department and Program budget development based on historical spending trends and future programmatic initiatives
- Analyze legislation impacting the Department and evaluate the possible effects on departmental programs and fiscal operations
- Communicate complex topics and present analysis findings clearly to Executive Leadership

### **Position Requirements:**

- Bachelor's degree from an accredited college or university

### **Competencies:**

- Critical Thinking
- Problem Solving
- Proficiency in Excel, especially mathematical functions and data manipulation
- Written and Verbal Communication
- Time Management
- Presentation Skills/Comfort around Executive Leadership

**Information regarding State of Tennessee benefits:**

<https://www.tn.gov/hr/topic/benefits>

**How to Apply:**

- Please submit resume and cover letter outlining your related experience to [talent.management.dhs@tn.gov](mailto:talent.management.dhs@tn.gov) . Please also indicate source/job posting site where you saw job posting in your email submission. All email submissions must include in the subject line: Budget Analyst 2 Position
- **Target Salary: \$42,000-\$52,000** Salary will be commensurate with knowledge, skills and experience directly related to this job.

Applicants may be subject to background screening.

Any position could ultimately be designated as work from home, mobile work or flex address (i.e. Employees work in office and can choose from various space options based on need for a given day such as private meeting rooms, conference rooms, collaborative spaces and enclaves for individual work assignments.)

*Pursuant to the state of Tennessee's policy of non-discrimination, The Tennessee Department of Human Services does not discriminate based on race, sex, color, creed, pregnancy, national or ethnic origin, age, disability or military services—in the admission or access to, or treatment or employment in its programs, services or activities.*